

**ATTENTION:**  
**Lansing City Offices - Hours of Operation**  
**( Effective July 1, 2011 - June 30, 2012 )**

**Lansing City Offices will be open to the public Monday through Friday, except for recognized holidays and the days between the observed holidays for Christmas and New Years, and except as otherwise indicated.**

**Except as otherwise indicated, Lansing City Offices will be closed as follows:**

<b>4th of July /Independence Day</b>	<b>Monday, July 4th 2011</b>
<b>Labor Day</b>	<b>Monday, September 5, 2011</b>
<b>Veteran's Day</b>	<b>Friday, November 11, 2011</b>
<b>Thanksgiving Day &amp; Friday</b>	<b>Thursday, November 24 and Friday November 25, 2011</b>
<b>Christmas Eve through New Year's day</b>	<b>December 23, 2011 through January 2, 2012</b>
<b>Martin Luther King Jr. Day</b>	<b>January 16, 2012</b>
<b>Good Friday</b>	<b>April 6, 2012</b>
<b>Memorial Day</b>	<b>May 28, 2012</b>

**Specific Hours of Operation and Exceptions are as follows:** \_\_\_\_\_

CITY HALL	From	Through	Open	Close	Exceptions
54-A District Court	Monday	Friday	8:00 AM	4:30 PM	Closed Presidents' Day and Friday: July 2; Aug.6; Sept. 3; & Oct. 8.
City Assessor	Monday	Thursday	7:30 AM	5:00 PM	Closed every other Friday
City Attorney	Monday	Friday	8:00 AM	5:00 PM	Please visit lansingmi.gov/attorney for exceptions
City Clerk	Monday	Friday	8:00 AM	5:00 PM	
City Council	Monday	Thursday	7:30 AM	5:00 PM	Closed Fridays
City Treasurer & Income Tax	Monday	Thursday	8:00 AM	4:30 PM	Phone service 8:00 AM - 5:00 PM Closed every Friday
Finance Operations - Accounting/Payroll	Monday	Thursday	8:00 AM	5:00 PM	Closed Fridays
Finance Operations - Purchasing	Monday	Friday	8:00 AM	5:00 PM	Closed every other Friday
Human Relations & Community Services Department	Monday	Thursday	8:00 AM	5:00 PM	Closed every other Friday
Human Resources Department	Monday	Friday	8:00 AM	5:00 PM	
Mayor's Office	Monday	Friday	8:00 AM	5:00 PM	
Parks - Administration - Foster Community Center	Monday	Friday	8:00 AM	5:00 PM	
Police Department - Administration	Monday	Friday	7:30 AM	4:30 PM	
Police Department - Central Records	Monday	Friday	8:00 AM	4:00 PM	
Public Service Administration, Permits and Engineering	Monday	Thursday	7:30 AM	5:00 PM	Closed Fridays

OTHER LOCATIONS: PUBLIC HOURS	From	Through	Open	Close	Exceptions
Lansing Economic Development Corp	Monday	Friday	8:00 AM	5:00 PM	Open Dec. 26, 27, 28
Downtown Lansing Inc	Monday	Friday	8:00 AM	5:00 PM	<a href="http://www.downtownlansing.org">www.downtownlansing.org</a>
Fire Department - Administration	Monday	Friday	8:00 AM	5:00 PM	
Parks Department - Cemetary Office	Monday	Friday	8:00 AM	4:00 PM	Fridays: 8:00 AM - 12:00 PM
Parks Department - Community Centers	Monday	Friday	varies*		
Parks Department - Lifetime Sports	Monday	Friday	8:00 AM	5:00 PM	
PND - Building Safety Office/ Code Compliance	Monday	Thursday	7:30 AM	5:00 PM	Closed Fridays
PND - Development Office, Administration	Monday	Thursday	7:30 AM	5:00 PM	Closed Fridays
PND - Parking Office	Monday	Friday	8:00 AM	4:30 PM	
PND - Planning Office	Monday	Thursday	7:30 AM	5:00 PM	Closed Fridays
Public Service Department - Operations & Maintenance					Friday Phone Service 7:30 AM - 4:00 PM.
	Monday	Thursday	7:30 AM	4:00 PM	Emergency Response 24 hrs
Capital Area Recycling and Trash	Monday	Thursday	8:00 AM	4:00 PM	Closed Fridays
Public Service Department - Waste Water Treatment Plant	Monday	Thursday	8:00 AM	4:00 PM	Emergency Response 24 hrs

BUILDING/FLEET/INFORMATION TECHNOLOGY SERVICES					
	From	Through	Open	Close	Exceptions
Information Technology	Monday	Friday	8:00 AM	5:00 PM	
Building Maintenance Services City Hall	Monday	Friday	6:30 AM	11:00 PM	
Building Services - City Hall	Monday	Thursday	7:00 AM	4:30 PM	Closed Every Friday
Fleet Services - Central Garage	Monday	Thursday	7:30 AM	3:30 PM	Closed Fridays. Closed ALL city holidays. Emergency Response 24 hrs.
Fleet Services - Service Garage	Monday	Thursday	6:00 AM	4:00 PM	Closed Fridays and the following: 4/5, 5/28, 7/4, 9/3, 11/12, 11/21, 11/22, 12/24, 12/25, 12/31, and 1/01/2013. Emergency Response 24 hrs.

**\*Community Centers Hours are:**  
**June through August** - Monday and Friday, 8:30 a.m. to 5 p.m.; Tuesday - Thursday, 8:30 a.m. to 9 p.m., closed Sat. and Sun.  
**September** - Monday through Thursday, 8:30 a.m. to 9 p.m.; Friday, 8:30 a.m. to 5 p.m., closed Saturday and Sunday  
**October through May** - Monday through Friday, 8:30 a.m. to 9 p.m.; Saturday, 8:30 a.m. to 5 p.m.; closed Sunday

**June through August** - Monday and Friday, 8:30 a.m. to 5 p.m.; Tuesday - Thursday, 8:30 a.m. to 9 p.m., closed Sat. and Sun.

**September** - Monday through Thursday, 8:30 a.m. to 9 p.m.; Friday, 8:30 a.m. to 5 p.m., closed Saturday and Sunday

**October through May** - Monday through Friday, 8:30 a.m. to 9 p.m.; Saturday, 8:30 a.m. to 5 p.m.; closed Sunday